

	APOLLO HOSPITALS, SECUNDERABAD	IMS – 04
		Issue: C
	POLICY ON MANAGEMENT OF COMMUNICATION & INFORMATION PLAN	Date: 06-01-2017
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1.0 Data Definitions

Apollo Hospital, Secunderabad strives to ensure that data is collected in a timely, economical and efficient manner and with the degree of accuracy and completeness necessary.

Completeness, accuracy and timely completion of medical records shall be monitored on an ongoing basis according to the policies and procedures.

Apollo Hospital Secunderabad shall implement quality control measures to minimize bias in the data collection and to assess the data's reliability, validity and accuracy on an ongoing basis.

- 2.0 Every Medical Record shall have a Unique Health Identifier (UHID) Number. Every record shall be dated and times by the individuals who are authorized to make entries in the record.
- 3.0 The contents shall be standardized in pre printed formats and an up to date account of patient care shall be reflected chronologically.
- 4.0 The medical record shall also reflect continuity of care.
- 5.0 A review of medical records shall be carried out at appropriate intervals (at least quarterly) and action shall be taken accordingly. The same shall also be documented for review purposes.

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